

ARCHULETA COUNTY AIRPORT ADVISORY COMMISSION

Minutes

Meeting Date: Thursday, February 03, 2011 2:00 p.m.

Chairman: Ralph Goulds

Members Present:

- √ Ralph Goulds
- √ Michael Arbuthnot
- √ Kate Alfred
- √ Jim Carey
- √ Lloyd Goheen
- √ David Lopez

Ex-officio Members Present:

- √ Bill McKown, Airport Manager
- √ Michael Whiting, County Commissioner
- √ Greg Schulte, County Administrator
- √ Chris Harker, AVJET

Location: Airport Terminal Conference Room.
Meeting was called to order by Chairman Ralph Goulds at 2:00 p.m.

Welcome to Guests – Jim Lane, Deidra Fortier, Peter Locke

Update on Board Member: Jim Carey It was reported that Jim has been discharged from the hospital and would be in Albuquerque for a few days, then return home to Pagosa Springs in about a week.

Minutes of Previous Meeting -Minutes of November 19, 2010 were approved.

Old Business

- Doug Epps was selected by the AAC to fill the vacancy left by Jack Lilly. That recommendation will be forwarded to the BoCC by the Airport Manager.
- The committee we chose to review the Minimum Standards Document for the Airport submitted their change recommendations to the AAC. Those changes were approved unanimously by the AAC and will now be incorporated into the existing document. This is another Agenda item to be presented to the BoCC. Target MAR 1st.

New Business

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AAC Board Members:

- As a result of the annual elections for the AAC board positions, the following were approved:
 - **Chairman:** Ralph Goulds He will also liaison with the Airport Manager at least once a month to offer assistance and discuss current and future Airport issues.
 - **Vice Chairman:** David Lopez
 - **Secretary:** Lloyd Goheen
 - **Historian:** Michael Arbutnot This is a newly established position. The person holding this position will maintain an electronic (or paper when necessary) set of documents relating to the establishment of the AAC and any changes or addendums to that structure /historical list of AAC members/ minutes and any correspondence sorted by category of things pertinent to the development of the Airport/ AAC/ Etc.
- **Stevens Field Auxiliary** – On the advice of the County Attorney as presented by Kate Alfred, and action taken by the AAC the recent proclamation was dissolved and recorded by the AAC Secretary. The SFA will remain as a private organization under the direction of Deidra Fortier, Chair Person for this Auxiliary. Deidra gave a financial report of the SFA.
 - **Air Race:** Deidra solicited the endorsement of the AAC for support of the Air Race. Decision was deferred until a future presentation to the AAC could be developed and presented outlining the concept of operation for the race. Action: SFA to present March 27th AAC meeting.
- **Stevens Field Website** – The Airport manager reported the web site in under contract by MTECH. Approximately 20 hours remain on the contract. The PSHS Information Tracher will be coordinating a home page update for the site. Michael Arbutnot will help gather and implement changes to this website. **(A road map and story board needs to be developed in concert with the above statements to facilitate an update to the Stevens Field web site) ACTION? TIME LINE?**

New Direction for the AAC

AAC Endorsement Policy: Any activity that will take place at the airport, that is beyond normal operations shall be presented to the AAC for endorseme in a written summary with benefit analysis for the airport. Pending endorsement by the AAC, the request will then be voted on. If the action needs action by the BOCC, it shall then be forwarded to them for approval. **A single page policy narrative will be developed to capture the essence and language of this policy. Policy papers shall be recorded in the minutes and official files of the AAC for reference. Action: AAC Chairman and Secretary will prepare an AAC Endorsement Policy statement for AAC approval at the March 27th meeting.**

Executive Summary (ES) on Airport Projects and Activities: An **Executive Summary** will be required for all

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Projects / Events involving the Airport. An **ES** will be completed by the appropriate AAC Member or the Airport Manager for all current projects (even if on hold) to keep all Members aware of the current status and for continued tracking. Each **ES** will be initiated at the time any project is started – even if it is a research project. The updated status will be recorded on the **ES** and a copy given to each AAC Member at each meeting until the project is completed. **(Not sure if this is a policy statement or a procedural AAC resolution/rule type action. It is important we do this, but the direction needs more than just recorded with in the minutes.)**

Continuity Protocols: In order to provide a historical basis for turnover and continuity, the Airport Manager agreed to develop a binder for the Archuleta County Airport Manager position, including job descriptions and normal operating procedures (hangar lease renewal, hangar insurance, calendar of tasks, county required meetings, critical phone list) and emergency procedures (airport closures, runway incursions, accidents).

Similarly, the AAC will develop a Protocol Manual that will contain all of their policies and procedures for the information of new members of that group. **ACTION:** Airport Manager, AAC Commission Members; **(Due date and or progress check?)**

Contract Process: An extensive discussion of the role of the AAC with regard to County contract negotiations of concern to the Airport was conducted with the County Administrator, Mr. Greg Schulte. The consensus was that when the county considered it of benefit to include AAC expertise in the formulation of contract bids involving the Airport, Board members would be given the opportunity to examine bid criteria and assist with evaluating bid negotiations. It was also agreed that the AAC would be included in the distribution of contracts which directly affect airport operations.

Airport Community Involvement: AAC Board Members were assigned a specific community meeting which they will attend monthly for the following purpose:

- To bring an awareness of the Airport to these meetings.
- To help involve the Airport in community projects that would benefit by our association.
- To represent the Airport in long term strategic planning for Archuleta County.

Community Committees included in Community Involvement:

- **County Tourism Committee (CTC)**
- **Town Tourism Committee (TTC)**
- **Chamber of Commerce (CoC)**
- **Board of County Commissioners (BoCC)**
- **Community Development Commission (CDC)**

Current attendee:

Kate Alfred
David Lopez
Lloyd Goheen
Bill McKown
Kate Alfred

Review of AAC Meeting Schedule: After review of our current plan of bi-monthly meetings we have determined that we need to go back to our monthly scheduled meetings. Our next regular scheduled meeting will be on March 17th at 3:00 pm.

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Develop a Business Plan for Future Development / Expansion: Our current debt service of \$353,000 per year will end in August 2014. We suggested that the Airport Manager (?), with the assistance of the AAC, develop a plan to use the money after August 2014 for future Airport Development and/or Expansion. It was agreed that such plan would be available by March 1st for presentation to the BOCC. **(This is significant. There are a lot of actions and time line needing to be outlined here. 1) Present to the BoCC NLT March 1st a recommendation to develop a business plan for the future development/expansion of the airport. This is for the process approval only; 2) develop the plan and prepare a report for the BoCC. This may not be a report, but more so a decision recommendation for the BoCC with milestones to report to the BoCC on; 3) etc....**

BoCC Reports & Updates – Michael Whiting assured AAC that he wants to work together to see some growth at the Airport. Greg Schulte informed AAC that the 95 acres purchased by the county Route 84 was purchased from lottery proceeds and not from public taxes.

Airport Manager's Report- Bill McKown-

Airport operations have been slow for the winter months. There are no FAA or CDOT projects or grants scheduled for the next two years (2011-2012).

- **Snow Blower-** One snow blower is hard down and parts are not available. GA money can apply to snow blower repair/replacement but county matching funds are not available. Insurance discussions are continuing but action is very slow to resolve the current insurance claim.
- **2011 Airshow-** The airshow planned for this year has been cancelled for lack of community support.
- **AVGAS Fuel Tank-** This tank is still scheduled to be recoated in early June 2011 when the weather is warmer.

FBO Report – Chris Harker

- **Fuel Sales** for January was better than ever.
- **Fuel Trucks-** AVJET plans to add one more Jet truck, making a total of three.
- **Fuel Spill Plan-** Chris plans to re-write this plan.
- **Bob Goubitz –** Sunday, February 6th will be Bob's last day here. He is returning to a flying career.

Public Comments and Questions

- Time, date and location of the next AAC Meeting—Thursday, March 17, 2011, FBO Conference Room.

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With no further business the meeting adjourned at 4:10 pm.

Lloyd Goheen, Secretary

NOTE: Additional consultation may needed with the County Attorney to review the AAC resolution of 2005 and discuss the processes as I discussed above. BILL

DRAFT